



pasadena humane society & spca

Animal Care Assistant **FSLA Classification** **Full-Time, Non-Exempt, Tier 7**

REPORTS TO: Animal Care Coordinator

DIVISION: Operations

DEPARTMENT: Animal Care & Facilities

PROGRAM: Animal Care

JOB DESCRIPTION

Summary/Objective

Provide proper husbandry care for all animals, including, but not limited to feeding, walking and entering notes.

Supervisory Responsibilities: None

Job Duties and Responsibilities:

- Feed the animals (dogs, cats, small animals and critters) in the shelter and boarding.
- Clean and disinfect the kennels.
- Maintain and enhance the cleanliness of the areas surrounding the kennels.
- Assist in animal intake, cage transfers, vaccines, behavior and cat care.
- Work closely with store staff in welcoming animals for boarding and carryout service.
- Transfer animals to designated areas.
- Assist health staff with euthanasia and handling for vaccines and cleaning.
- Alert appropriate staff to any concerns about an animal's health or well-being.
- Take initiative to keep kennels cleaned throughout the day.
- Follow procedures to keep animals comfortable in inclement weather.
- Receive and process shipments from suppliers and restock supplies.
- Assure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Perform other duties as assigned.
- Keep the kitchen area clean, which includes washing dishes, laundry area, and wash rack.
- Enter animal behavior and health notes in shelter software.
- Must be able to respond and communicate in a timely and professional manner.

Requirements and Qualifications

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must participate in Mandatory All Staff Meeting every third Thursday of the month.



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- Must be able to work independently with minimal supervision.
- Ability to lift up to 50lbs.

Skills and Qualifications

- Must be able to perform strenuous physical activity on a daily basis, including, but not limited to: lifting, carrying, reaching, stooping, squatting, cleaning and bending.
- Work indoors and outdoors in a variety of weather conditions.
- Stand and walk for a long period of time.
- Must be able to work with animals of all temperaments, sizes and medical conditions.
- Animal Care Assistants have regular contact with other employees, volunteers, transfer partners and the public. Tactful, courteous exchanges and a professional demeanor are required.
- High School graduate (or GED/proficiency certificate).
- Must be at least 18 years of age at the time of appointment.
- Preferred candidates will have experience in animal-related field with knowledge of health care, behavior and animal handling.
- Must be able to work in a fast pace environment.

WORK SCHEDULE

Must come to work regularly and on time. Must be available for early hours. Must be able to work early hours according to the needs of the department schedule, including weekends and holidays.

WORKING CONDITIONS

Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner. Animal Care Assistants work directly with animal waste, disinfectants, soiled bedding, laundry, and dishes.

PHS prohibits discrimination against or harassment of any person employed by or seeking employment with PHS because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status.